

# Special Notice Request

- STEP 1.** Click on **Bankruptcy** or **Adversary** on the ECF Main Menu Bar.
- STEP 2.** Click on **Miscellaneous** or **Notices/Miscellaneous**.
- STEP 3.** The **Case Number** screen displays.
- ☐ Insert the case number using the YY-NNNN(N) format.
  - ☐ Click **Next**.
- STEP 4.** Confirm the case name and case number are correct.
- ☐ Select **Special Notice Request** from the event list.
  - ☐ Click **Next**.
- STEP 5.** If the party you represent is already a party to the case, skip to **STEP 6**. If the party you represent is **not** a party to the case, click on **Add/Create New Party**.
- ☐ A **Search for a party** screen displays.
  - ☐ Enter the name of the party in the **Last/Business name** field. Refer to the **Style Guide** for accepted abbreviations for non-individuals (e.g., FMCC for Ford Motor Credit Company, TMCC for Toyota Motor Credit Company, GMAC for General Motors Acceptance Corp), as well as tips for handling party names that exceed 40 characters.
  - ☐ Click **Search**.
  - ☐ If your party is currently in our database a list of parties with the name you entered will display. If your party is not listed, and you see **Party search results** and **No person found**, click on "**Create New Party**". The name will appear in the Last name field. Do not enter an address for the party, as they are represented by you. Proceed to the **Role** field and select **Creditor** as the Role type.
  - ☐ If your party **is** in our database, and a list comes up, click on each party name to locate the party **with no address and/or county showing as part of the party name** when viewing the dialogue box that appears as each entity is highlighted.
  - ☐ If party is listed without an address (name must be exact, and in line with the Style Guide requirements for entry of names), click **Select name from list**.

- ☐ Click on the **Role** drop-down list and select **Creditor** as the Role type.
- ☐ Click **Submit**.
- STEP 6.** The **Party Selection** screen displays.
  - ☐ Select the party filer.
  - ☐ Click **Next**.
- STEP 7.** If you have not previously filed a pleading in this case on behalf of the party you represent, a screen displays with the following message: *The following attorney/party associations do not exist for this case. Please check which associations should be created for this case:*
  - ☐ Check the box (click on it so a check-mark appears in the box).
  - ☐ Click **Next**.
- STEP 8.** A reminder that this event is now **text-only** displays.
  - ☐ Click **Next**.
- STEP 9.** A case verification screen displays.
  - ☐ Click **Next**.
- STEP 10.** The **Docket Text: Final Text** screen displays.
  - ☐ Confirm the docket text is correct.
  - ☐ Click **Next**.
- STEP 11.** The **Notice of Electronic Filing** screen displays.